

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 6, 2021 at 9:00 a.m. in Room 1H & I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik (excused at 9:12 a.m.), Greshay, Kuehl, Schmidt and Hilbert

MEMBERS EXCUSED: Marsik (at 9:12 a.m.)

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Ed Somers, Clearview Administrator/Executive Director; Becky Bell, Human Services and Health Director; Brian Field, Highway Commissioner; Kim Nass, Corporation Counsel; Chris Planasch, Register of Deeds; Karen Gibson, County Clerk; David Ehlinger, Finance Director; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Jeremy Grossman, Communications Sergeant; David Zirbel, Administrative Support Coordinator; Kevin Schultz, Corporal-Jail; Jason Hundt, Deputy Jail Administrator; Russ Freber, Physical Facilities Director; Dan Siegmann, Public; Kira Sheahan-Malloy, County Board Supervisor; David Guckenberger, County Board Supervisor; and Russell Kottke, County Board Chair. Via MS Teams: Patti Hilker, County Treasurer; William Ehlenbeck, Land Resources and Parks Director; PJ Schoebel, Medical Examiner; Lynn Hron, Clerk of Courts; Terra Matthias, Child Support Director; Amy Nehls, Emergency Management Director; Joe Meagher, Emergency Management Deputy Director; Tracy Malterer, UW Extension Lead; Eileen Lifke, Assistant Finance Director; and John Bohonek, County Conservationist.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present. Chair Marsik asked the non-Committee Member County Board Supervisors present, if they wished to be paid for attending the meeting. Supervisor Sheahan-Malloy accepted payment. Supervisor Guckenberger declined payment.

Marsik asked if anyone present had any public comments. There were none.

Motion by Greshay to approve the minutes of the open session minutes of the regular meeting on March 23, 2021. Second by Hilbert. Motion carried without negative vote; Schmidt abstained.

Hinze presented a request for sick leave donation for a Human Services & Health employee who has an approved medical leave with supporting medical certification. Hinze explained that the employee will use all available time off before using donated sick time.

Motion by Schmidt to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

Mielke explained that at the last Committee meeting discussion took place regarding the frozen 2020 step/merit increases and the possibility of providing employees a one-time payment. Mielke indicated that based on internal discussions with department heads and the larger individual departments, the original goal for absorption in the 2021 budget may not be possible. Mielke stated the idea is put on hold and not requesting any action at this time. Mielke noted they will continue to explore options and there are ideas to consider as the 2021 budget year unfolds. Mielke recapped that the proposal, which still has merit, is on hold.

Hinze indicated there were two issues to discuss and consider as it relates to the 2020 and 2021 progressions: the McGrath recommendation regarding progressions, which is currently on hold until McGrath is able to review, and the 2020/2021 frozen progressions. Hinze asked the Committee for consideration to re-instate the frozen progressions as of a specific date and then place into the McGrath Compensation Structure on July 1, 2021. Hinze stated she verified with Bell that the Human Services and Health budget could absorb the cost. Hinze explained progressions and the implementation process of the McGrath Compensation Structure. Hinze recommended that the re-instated progressions take effect on June 30, 2021. There was discussion regarding reinstating progressions as of a given date.

Motion by Greshay to approve the progressions as presented effective June 30, 2021 with movement to the McGrath Compensation Structure on July 1, 2021. Second by Kuehl. Motion carried without negative vote.

Hinze presented consideration for employees currently in Senior Social Worker positions be grandfathered with the new Compensation Structure and remain Senior Social Workers. Hinze highlighted that the Social Worker I and IIs were approved for implementing frozen progression and that the guideline of the Committee wishing to review the McGrath Social Worker levels at a later date will be maintained.

Motion by Greshay to approve the grandfather status for Senior Social Workers under the new McGrath Compensation Structure. Second by Kuehl. Motion carried without negative vote.

There was continued discussion after the vote regarding the McGrath Compensation Structure and the Social Worker positions.

Hinze provided an update on the McGrath Appeal process noting that several appeals have been returned to Human Resources. Hinze stated that all appeals are due to Human Resources by the end of the week and that McGrath will provide the results of the appeal by May 7, 2021.

Hinze stated that the Committee had requested a list of questions to begin reviewing and discussing regarding the draft Paid Time Off (PTO) policy. Hinze began reviewing the questions established with the Committee for discussion, feedback and direction. Hinze also provided a sample multiplier matrix stating the initial starting point was based on the McGrath Executive Summary and the current structure with a goal of incorporating milestones of 5, 10, 15, 20 years. Hinze also provided a PTO analysis comparing the current structure to different multiplier matrix proposals with vesting and payout options based on years of service for review to discuss at a future meeting. Hinze noted that information from the providers regarding Post Employment Health Plan (PEHP) and Short Term Disability options is forthcoming and will update the Committee once available.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Economic Support Specialist I	Human Services & Health
One (1) Deputy Secretary (Public Safety Administrative Specialist)	Sheriff
One (1) Family Court Counselor	Circuit Court
One (1) Land Use/Sanitation Specialist (I, II, or Senior)	Land Resources & Parks

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Hilbert. Motion carried without negative vote.

Mindemann presented an unpaid Medical Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for a continuous leave from 03/30/2021 through 04/15/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: Michael Lake, Detective, \$32.87, 03/21/2021, Sheriff; Kelsey Knaup, Detective, \$36.54, 03/26/2021, Sheriff. APPOINTED OFFICIAL/COUNTY BOARD: None. NEW HIRE – FULL TIME: Meridan Flint, Economic Support Specialist, \$19.15, 03/29/2021, Human Services & Health; Ismael Hassey Nevarez, Economic Support Specialist – Bilingual, \$19.65, 03/29/2021, Human Services & Health. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: Lori McKean, Parks Attendant - Ledge, \$12.75, 04/18/2021, Land Resources & Parks; Carol Baumgartner, Parks Attendant - Astico, \$12.75, 04/01/2021, Land Resources & Parks; Scott Erdmann Park Caretaker – Derge, \$12.75, 03/29/2021, Land Resources & Parks; John Sevenz, Park Caretaker – Harnischfeger, \$13.25, 04/12/2021, Land Resources & Parks. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. LATERAL TRANSFER: None. PROMOTION: None. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT EXTENSION: Patti Messenger-Evans, Contact Tracer Coordinator, \$16.95, extended until 6/30/2021, Human Services & Health.

The Committee reviewed the Orientation Period Reports.

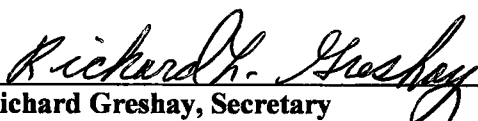
HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze stated that there was a meeting with M3 and Dodge/Jefferson Health Insurance Group regarding the 2022 Health Insurance Plan. Hinze reminded that it will be the last year of the contract which is not to exceed a 9.9% increase. Hinze stated that the consensus from meeting was to conduct Request for Proposals next year.

Future Agenda Items: Paid Time Off (PTO), Health Insurance.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, April 27, 2021 at 9:00 a.m. and Tuesday, May 4, 2021 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Vice-Chairperson at 10:49 a.m.


Richard Greshay, Secretary


Dennis Schmidt, Vice-Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.